



DEPARTMENT OF FINANCE & ADMINISTRATION

Office of Personnel Management

Change in Employment Status

Business Area	Personnel Area	PA 40 <input type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> DROP <input type="checkbox"/> LWOP	Effective Date (MM/DD/YY)
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Employee Name (Last, First, Middle)

Agency Name

Create Actions (IT 0000)

Reason for Action	Reason Description
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Employment Subgroup (For Retirement and DROP)

Monitoring of Dates (IT 0019) REQUIRED FOR TERMINATION AND RETIREMENT

Last Day of Pay	Reminder Date	Lead/Follow-up time (e.g. 1 day)
DROP Start Date	Reminder Date	Lead/Follow-up time (e.g. 1 day)
DROP End Date	Reminder Date	Lead/Follow-up time (e.g. 1 day)
Return from LWOP	Reminder Date	Lead/Follow-up time (e.g. 1 day)

Delimit Bank Details (IT0009)

Does Employee have a Direct Deposit Account(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach Bank Details Form. Upon Termination/Retirement all Direct Deposit payments must be changed to payment via payroll warrant.

Objects on Loan (IT0040)

<input type="checkbox"/> A list of objects is included with this form. (On the list, indicate each item returned and to be delimited.)
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Employee Signature	Date (MM/DD/YY)	Telephone
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Authorization

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Approving Authority	Date MM/DD/YY
	Approving Authority	Date MM/DD/YY